

**GSA Declassification & Release Instructions on File - No Referral to GSA**

November 10, 1964

**GSA BULLETIN FPMR NO. E-1  
SUPPLY AND PROCUREMENT**

**TO:** Heads of Federal Agencies

**SUBJECT:** Guidelines for Acquisition of Office Copying Machines

1. Purpose. This bulletin reemphasizes the intent of GSA Circular No. 353, dated September 29, 1964, subject: Guidelines for Acquisition of Office Copying Machines not Requiring Sensitized Paper for Reproduction.
2. Background. GSA Circular No. 353 was promulgated to provide guidelines to Federal agencies in determining (1) whether the leasing, currently in effect, of copying machines not requiring sensitized paper should be discontinued and the machines purchased outright, or (2) whether, initially, an agency should lease or purchase if a determination had been made to arrange for the use of this particular type of equipment.
3. Agency determinations. In connection with the acquisition, by purchase or lease of any type of copying equipment, the need therefor and the specific type of equipment required to satisfy agency programs is for determination by the specific agency involved. Nothing in GSA Circular No. 353 is to be construed as endorsing or promoting the acquisition by purchase or lease of any particular type of equipment. Where decisions are made to acquire copying machines, for which guidelines were not furnished with the Circular, agencies must exercise individual and prudent judgment as to whether purchase or lease would be more advantageous to the Government.
4. Expiration date. Unless sooner rescinded or canceled, this bulletin expires on June 30, 1965.

  
ACTING Commissioner, FSS

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FORM NO. 241  
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REPLACES FORM 36-8  
WHICH MAY BE USED.

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